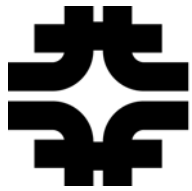


# **Remote Operations Committee Assignments, Meetings & Tools**

**Erik Gottschalk**

**May 4, 2005**



# 1<sup>st</sup> Committee Assignment

**“...prepare a preliminary report by the end of July, 2005, describing the requirements and scope of a Remote Operations Center located at Fermilab.”**

**This report will be given to Pier Oddone before the end of July.**

**Also:**

**The committee is looking for additional members for the Advisory Committee, so please send suggestions to Erik Gottschalk ([erik@fnal.gov](mailto:erik@fnal.gov)).**



# Weekly Meetings

We will start with weekly meetings, until we have developed our work strategy. After that we will use a document database and electronic logbook to work (remotely?) on developing a plan for a Remote Operations Center.

Weekly meetings (beginning May 12, 2005):

**Thursdays, 1:30 pm**

**Hornet's Nest (WH8X)**

**Video conferencing is available**

**ESNET: 85736 ("85REM")**



# Document Database & KBook

- The document database will be used to develop a requirements document. Each new version replaces the previous version, and all versions are available for reference.
- We will use KBook (Knowledge Book) as an electronic logbook. For example, to record meeting minutes, include photographs from site visits, keep track of vendor information, and develop a resource loaded schedule.

<http://home.fnal.gov/~eeg/remop.html>